

**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
NONAPPROPRIATED FUNDS DIVISION
ATTN: DES-Q
8725 JOHN J. KINGMAN ROAD, SUITE 3428
FORT BELVOIR, VA 22060-6221**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 022-04

TITLE: Chef, NF-1667-03

CATEGORY: Flexible

OPENING DATE: 18 August 04

OPEN UNTIL FILLED

LOCATION: Defense Distribution Center,
Susquehanna Club, New Cumberland, Pennsylvania

SALARY: \$24,000-\$30,000 PA

MAJOR DUTY DESCRIPTION:

Plans and manages the day-to-day operation of a food service program in a small club where formal dining and catering are a regular, substantial basis of the total food operation. Develops daily, catering and specialty menus. Prepares and/or oversees the preparation of meals which involve both standard to moderately complex and new coding methods. Balances nutritional values of menus and ensures the quality of the total food service program. Develops operating budget, identifying labor, equipment and supply cost elements. Controls pricing; food ordering, storage and issue; and food production methods and techniques. Directs subordinates in all phases of food preparation.

QUALIFICATION REQUIREMENTS:

Managerial experience of the caliber described above or graduation from a recognized culinary institute.

CONDITIONS OF EMPLOYMENT: Environmental requirements, licenses, background checks, etc.

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligibles from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and **a copy of the sponsor's PCS orders with the application for a position**. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members:** Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary, separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Nonappropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

EVALUATION METHODS: Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application) ONLY. In keeping with the objective expressed by the Department of the Army (AR 215-3) to select the best qualified candidates available, management reserves the right to fill vacancies by the following methods: Reassignments, promotion, transfer, reinstatement of new appointments. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Resumes will be accepted.**

BACKGROUND CHECKS: Installation Records Checks (ICR) is required for all positions. All background checks are a condition of employment for all employees.

EQUAL OPPORTUNITY: Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Nonappropriated Funds provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

**Mail to: Defense Distribution Center
Susquehanna Club
2001 Mission Drive
New Cumberland, PA 17070
Or
Defense Logistics Agency
NAF Personnel Office, DES-Q
8725 John J. Kingman Rd, Suite 3428
Fort Belvoir, VA 22060-6221
Or Email: cisy.lapradd@dla.mil**